

COVID-19 Preparedness Plan for Minnesota Monthly's GrillFest

Minnesota Monthly's GrillFest is committed to providing a safe and healthy event for all our workers, guests and vendors. To ensure we have a safe and healthy workplace, GrillFest has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our event, and that requires full cooperation among our workers, guests, and vendors. Only through this cooperative effort can we establish and maintain the safety and health of all persons attending GrillFest.

The COVID-19 Preparedness Plan is administered by Arthur Morrissey who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. GrillFest's managers and supervisors have full support in enforcing the provisions of this plan.

Our workers, guests, and vendors are our most important assets. GrillFest is serious about safety and health and protecting our workers, guests, and vendors. Worker, guests, and vendors involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

- Communication the industry guidance developed by the state of Minnesota.
- Incorporation feedback into this preparedness plan.
- Developing a training plan and schedule leading up to GrillFest.
- Adding this preparedness plan to GrillFestival.com.

Grillfest's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers, guests, and vendors stay home and prompt identification and isolation of sick persons;
- social distancing recommendations for outdoor venues;
- worker hygiene and source controls, including face coverings;
- workplace cleaning and disinfection protocol;
- communications and training practices and protocol.

Grillfest has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for Outdoor Venues. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for sanitation and hygiene;

- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment.

Ensure sick workers, guests, and vendors stay home and prompt identification and isolation of sick persons

Workers, guests, and vendors have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers, guests, and vendors health status prior to entering the event and for workers, guests, and vendors to report when they are sick or experiencing symptoms.

- WORKERS:
 - Communication to all workers via email to stay at home if feeling sick.
 - Posted signs speaking to best practices, this will include social distancing recommendations and mask requirements.
 - Health Screening questionnaire (see attachment) will be given upon entry to the event.
 - Temperature scans for all workers will be given upon entry to the event.
 - Workers with 99.5 temp will be told they may not enter the event.
- GUESTS:
 - We encourage attendees to purchase electronic tickets in advance and will have contactless ticket scanners at the entrance.
 - Communication to all ticket holders via email to stay at home if feeling sick.
 - We will ask high-risk guests to remain home.
 - Posted signs speaking to best practices, this will include social distancing recommendations and mask requirements.
 - Health Screening questionnaire (see attachment) will be given upon entry to the event.
 - Temperature scans for all guests will be given upon entry to the event.
 - Guests with 99.5 temp will be told they may not enter the event.
- VENDORS:
 - Communication to all vendors via email to stay at home if feeling sick.
 - Posted signs speaking to best practices, this will include social distancing recommendations and mask requirements.
 - Health Screening questionnaire (see attachment) will be given upon entry to the event.
 - Temperature scans for all vendor staff will be given upon entry to the event.
 - Vendor staff with 99.5 temp will be told they may not enter the event.
- MEDICAL ISOLATION:
 - Any worker, guest, or vendor that fails to answer our Health Screening questionnaire or registers a temperature scan higher than 99.5 will not be allowed to enter the event.
 - We will immediately separate workers, guests, and vendors with COVID-19 symptoms.

- If the individual needs additional attention, and cannot attend to themselves, we will isolate them in a confined area and contact emergency medical services.
- INCIDENT MANAGEMENT:
 - If a worker, guest or vendor does not follow the guidance laid out in this document they will be asked to leave the event.
 - On-site security will be contacted if the worker, guest or vendor refuses to follow the guidance laid out in this document or refuses to leave when asked by event management.

GrillFest has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. GrillFest will not allow a worker or volunteer to work the event if and when they are sick, when household members are sick, or when required by a health care provider. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

GrillFest has also implemented a policy for informing workers, guests, and vendors if they have been exposed to a person with COVID-19 at the event and requiring them to quarantine for the required amount of time.

- WORKERS:
 - Email, training, pre-screening, and website information.
- GUESTS:
 - Email, website information, and pre-screening.
- VENDORS:
 - Email, website information, and pre-screening.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. GrillFest will follow guidelines for protecting the privacy of worker's health status and health information by following the guidelines of the U.S. Department of Health & Human Services.

Social distancing – Workers, Guests, and Vendors

Social distancing of at least six feet will be encouraged between workers, guests, and vendors in the outdoor venue through the following engineering and administrative controls:

- WORKERS:
 - All workers will be encouraged to maintain 6 feet from guests and vendors at all times during the event.
- GUESTS
 - Groups of people attending together will be encouraged to not exceed 10 people in size.
 - Co-mingling with other groups will be discouraged.
 - A directional traffic flow for the event will be established for guests and we will use signage to indicate this directional flow.
 - We will eliminate congestion and bottlenecks by:
 - Creating an event floor plan that allows 12 feet between each vendor booth.

- Discouraging groups gathering around a vendor space that does not allow for 6 feet of social distancing.
 - We will have workers monitoring the event floor and encouraging guests to maintain social distancing of 6 feet.
- VENDORS:
 - We will create a floor plan that will allow for 12 feet between each booth.
 - Person/staff at each vendor booth will be considered a group.
- ALL:
 - Grillfest will provide hand sanitizer, masks, and gloves to the workers, guests, and vendors. But they may bring their own supplies as long as it meets industry guidance developed by the state of Minnesota.
 - We will encourage social distancing at the event entrance during ticketing.
 - Using our ticket system, we will monitor capacity of the venue, not to exceed 2,000 guests in the event at one time.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our event at all times. Workers, guests, and vendors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All workers, guests, and vendors at the event are required to sanitize their hands prior to or immediately upon entering the event space. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the event so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- WORKERS:
 - Will be required to use hand sanitizer between interactions with guests or vendors when that interaction requires you to touch any items.
- GUESTS:
 - Guests will be encouraged to use hand sanitizer after eating, drinking or interacting with any items at a vendor booth.
- VENDORS:
 - Vendors will be required to use hand sanitizer between each group interaction.
 - Vendors will be required to wear gloves.
 - Vendors will be required to use plastic cups for serving food and beverage samples.

Source controls are being implemented at our event at all times.

- WORKERS:
 - Workers will be required to wear a face mask at all times.
- GUESTS:
 - Our event exceeds a 500-person attendance and therefore requires that all guests wear a mask during our event.

- Guests will be allowed to temporarily remove their mask when at a vendor booth that is providing food or beverage samples. When the guest leaves the booth, they will be required to wear their face mask.
- VENDORS
 - Vendors will be required to wear a face mask at all times.
 - Vendors will be required to use the provided plastic cups for food and beverage samples.

Workers, guests, and vendors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, guests, and vendors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, guests, and vendors and other persons entering the venue.

- Signs throughout the event will communicate these guidelines.
- We will provide hand sanitizer around the venue with signage encouraging the use of hand sanitizer between booth visits.

Event cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of event surfaces, including restrooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including walky-talkies, touch screen devices, door handles, railings, credit card readers, etc.

- There will be no self-serve options for guests or vendors. Vendors will not be allowed to retrieve their own vendors supplies that are rented or provided by GrillFest. This includes plastic cups, masks or gloves. These items will be provided by a Grillfest worker.
- We will minimize the amount of touch surfaces during the event.
- We will provide sanitation stations strategically placed between vendor booths, for workers, guests and vendors.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

- We will use WAVE hand sanitizer
- We will provide FRSTI facemask for those guests or vendors that do not have them.
- All food vendors will have handwashing stations with paper towels and soap, as well as a catch bucket for water per the Special Event Food Permit guidelines and checklist *attached*.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was and will be communicated through worker training sessions, on the event website, directly with the vendors, and by all workers and volunteers. Additional communication and training

will be ongoing and will incorporate any state and CDC guidelines. Training will be provided to all workers and vendors who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, guests, and vendors about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery and general in-store shopping;
- 3) practices for hygiene and respiratory etiquette;

4) requirements regarding the use of face-coverings and/or face-shields by workers, guests, and vendors. All workers, guests, and vendors will also be advised not to enter the event if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented.

- Recorded documentation.
- Communicating verbally and thru signs the guidelines.
- Completing incident reports of health and safety violations.

All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Minnesota Monthly management and the plan was posted and shared via email an on the event website and made readily available to workers, guests and vendors on 4.20.2021 It will be updated as necessary by Minnesota Monthly.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors;
 - Facemask required to be worn by all persons in venue, due to a capacity exceeding 500 attendees.
 - Vendors will be required to wear gloves when interacting with food or beverage product.
 - Signage will be posted around venue speaking to COVID safety and best practices.
 - Outdoor, open air event space.
 - Additional space between vendor booths.
 - We will use one side of the event venue to encourage social distancing during the event and provide additional space for groups to use.
- additional protections and protocols for face coverings and personal protective equipment;
 - Facemasks made available to guests or vendors who do not have one.
 - Facemask required to be worn by all persons in venue, due to a capacity exceeding 500 attendees.
 - Vendors will be required to wear gloves when interacting with food or beverage product.

- additional protections and protocol for sanitation and hygiene;
 - We will provide sanitation stations strategically placed between vendor booths, for guests and vendors.
 - Signage will be posted around venue speaking to COVID safety and best practices.
 - GrillFest will provide disposable plastic cups for consumption of food and beverage samples.
 - Restroom doors will be propped open for contactless access.
- additional protections and protocols for work clothes and handwashing;
 - Facemasks are mandatory.
 - Vendors will be required to wear gloves when interacting with food and beverage.
 - Wash/sanitize hands frequently and after using the restrooms.
- additional protections and protocol for distancing and barriers;
 - We will strategically space out booths to encourage social distancing.
 - We will use stanchions at booths that are serving food and beverage samples to encourage social distancing while eating and drinking.
- additional protections and protocols for managing occupancy;
 - The event will be run on a flow, with guests entering and exiting throughout the event hours.
 - The event will not exceed 2,000 guests.
 - Counting guests at entry with ticket system to manage the venue capacity.
- additional protocols to limit face-to-face interaction;
 - Social distancing signage will be placed throughout the venue to encourage guests to maintain 6 feet of distance between other groups.
- additional protections for receiving or exchanging payment; and
 - Online ticket purchases via Eventbrite will be encouraged prior to event and will be promoted in our publications and on our social media accounts.
 - We will encourage early ticket purchasing with the use of ticket discount codes.
 - For guests that purchase tickets on-site, we will use a touchless payment and ticketing system.
 - On-site tickets will cost more than those purchased prior to the event.

Certified by:

Arthur Morrissey

Associate Publisher + Director of Marketing, Events & Partnerships

Greenspring Media

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf